Step-by-Step Registration for Central Data Exchange (CDX)/ Data Collection and Tracking System (DCTS)

Did you receive a letter from EPA/IPMC providing a Customer Retrieval Key (CRK)?

YES - Follow the directions under "A. Step-by-Step Registration for DCTS using CRK"

NO - Follow the directions under "B. Step-by-Step Registration for DCTS using CDX"

A. *Step-by-Step Registration for DCTS using CRK (Steps A.1. - A.12. need to be completed once. Once the password is setup, go to A.13.)*

A.1. Go to: http://cdx.epa.gov/preregistration

A.2. Input the CRK provided in the letter from EPA. You will only input the CRK the first time you enter the DCTS

A.3. Click on "Register"

A.3. Read the Warning Notice and Privacy Statements

A.4. Click on "Click here to continue" – New screen will appear

A.5. Read the Terms and Conditions

A.6. Click on "I Accept" and you will be sent to the registration page – New screen will appear

CDX Registration: User Information

A.7. Note – The user name box will automatically have your user name. **This must not be changed** (see Figure 1). This is the user name you will use in the future each time you log-in to DCTS.

Figure 1

CDX Registration: User Information

Please verify the information in your user profile. Use the TAB key to move from field to field. ✱ = REQUIRED FIELD

First Name: Mr. - John ✱

Last Name: Smith ✱ Suffix: ---

Please choose a user name and password--the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. $ # . " or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

SEE STEP A.7. This user name must not be changed.

User Name: SmithJohn ✱
(More than 7 characters; Don't use $ # . " or @)

Password: ✱

Re-enter Password: ✱
(More than 7 characters w/1 number; Don't use $ # . " or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question: ✱

Secret Answer: ✱

A.8. Input a password (following recommended format)

A.9. Re-enter the password

A.10. Input a secret question and answer – This will be used by the Help Desk to authenticate you if you forget your password

A.11. Click on "Next"

A.12. You should receive a message from "CDX Registration" [EPACDX@csc.com] within 24 hours of submitting your request. Once you have received the e-mail confirming your set-up, you can log into the DCTS.

Figure 2

Central Data Exchange - MyCDX	
Welcome, Mr. John Smith	Last Login: July 21, 2006 Registered Since: July 21, 2006 Recertification Date: July 21, 2006
CDX Registration Status: Active	

You have 0 **new** messages in your **Inbox**			
Change System Password	**Edit Personal Information**	**Edit Current Account Profiles**	**Add New Employer Profile**

Available Account Profiles:

- LT2: LT2 Data Collection, LT/Stage 2 Tracking system, and IDSE Plan/Report Entry

SEE STEP A.18.

Logging into the Data Collection and Tracking System (DCTS)

Once you have received the e-mail confirming your set-up, you can log into the DCTS.

A.13. Go to: http://www.epa.gov/cdx

A.14. Click on "Log-in to CDX" (on sidebar) – New screen will appear

A.15. Input your user name – This is the user name created for you when you originally logged in with your CRK (see Step A.7.)

A.16. Input your password

A.17. Click on "Login" – New screen will appear

A.18. Click on the long link "LT2: LT2 Data Collection, LT/Stage 2 Tracking system, and IDSE Plan/Report Entry" program (see Figure 2). New window will appear

A.19. To open data system related to submission and review of samples for compliance with the LT2 Rule click on LT2 Data Collection System (see Figure 3)

A.20. To open data system related to submission of your IDSE Plan or IDSE Report for compliance with the Stage 2 Rule click on IDSE Plan/Report Entry (see Figure 3)

Figure 3

Logout

NOTE: We recommend that users avoid using their browsers' Back button for navigational purposes as it may affect the flow of the application. Users should use the navigation menus built into the application for navigation from screen to screen.

SEE STEP A.19.

Systems	

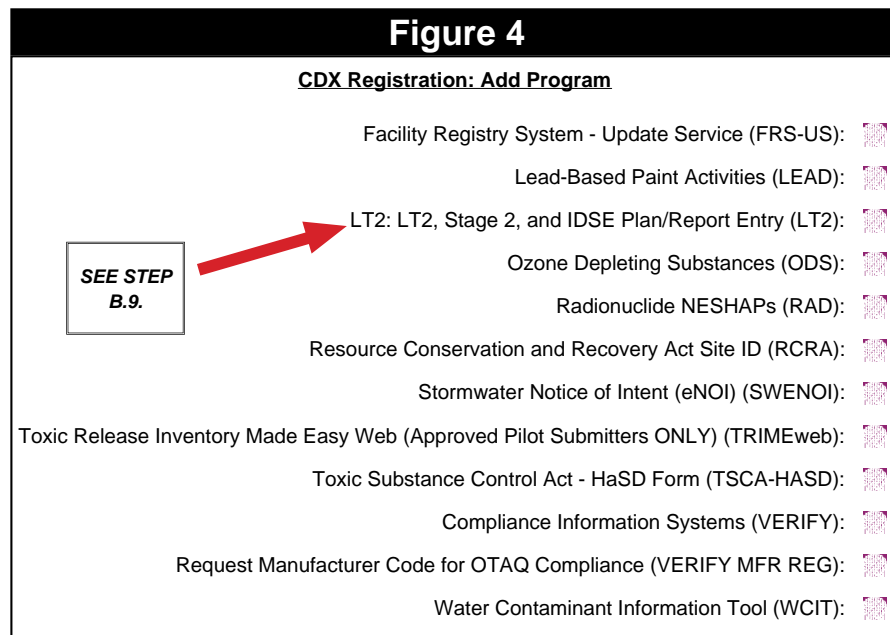*The system recognizes you as an approved user for the following applications, please select a system to launch...*

LT2 Data Collection System
Launches the LT2 Data Collection System for the submission and review of samples

IDSE Plan/Report Entry
Launches IDSE Plan/Report Entry, which will lead you through filling out and submitting your IDSE Plan or Report

SEE STEP A.20.

B. Step-by-Step Registration for DCTS using CDX (Steps B.1. - B.18. need to be completed for registration. Once the password is setup, go to B.19.)

B.1. Go to: http://www.epa.gov/cdx

B.2. Click on "Log-in to CDX" (on sidebar) – New screen will appear

B.3. Click on "Registration" (on sidebar) – New screen will appear

B.4. Read the Warning Notice and Privacy Statements

B.5. Click on "Click here to continue" – New screen will appear

B.6. Read the Terms and Conditions and click on "I Accept" – New screen will appear

B.7. Input a user's first and last name, user name (following recommended format), password (following recommended format) and re-enter the password, a question that can be used in case you forget your password, and the answer to the question – New screen will appear

B.8. Input the water system's name in the Organization Name field and all other requested information. Click on "Next" - New screen will appear

CDX Registration: Add Program

B.9. Select "LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2)" (see Figure 4).

Figure 4

CDX Registration: Add Program

Facility Registry System - Update Service (FRS-US):

Lead-Based Paint Activities (LEAD):

LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2):

SEE STEP B.9.

Ozone Depleting Substances (ODS):

Radionuclide NESHAPs (RAD):

Resource Conservation and Recovery Act Site ID (RCRA):

Stormwater Notice of Intent (eNOI) (SWENOI):

Toxic Release Inventory Made Easy Web (Approved Pilot Submitters ONLY) (TRIMEweb):

Toxic Substance Control Act - HaSD Form (TSCA-HASD):

Compliance Information Systems (VERIFY):

Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG):

Water Contaminant Information Tool (WCIT):

B.10. Click on "Next" – New screen will appear

Complete Role Information –

B.11. Role is "Asubmitter" only option

B.12. Select "Standard" (This is CDX. This is not where you request DCTS Admin access.)

B.13. Input your water system's federal PWSID (i.e., WA5312345) in the ID field. If you don't know your PWSID please send an e-mail to stage2mdbp@epa.gov.

B.14. Submission method is "WEBFORM" (only option)

B.15. Click on "Next"

B.16. Read the message

B.17. Click on "Finished"

B.18. You should receive confirmation from "CDX Registration" [EPACDX@csc.com] within 24 hours of submitting your request. Once you have received the e-mail confirming your CDX set-up, you can log into the DCTS.

Logging into the Data Collection and Tracking System (DCTS)

B.19. Follow steps B.1. and B.2.

B.20. Input your user name and password – This is the user name you choose for yourself when setting up your CDX account (see Step B.7.). Click "Login" - New screen will appear

B.21. Click "LT2: LT2 Data Collection, LT2/Stage 2 Tracking system, and IDSE Plan/Report Entry" program (see Figure 2) - New window will appear

B.22. To submit your IDSE Plan electronically for compliance with the Stage 2 Rule click on IDSE Plan/Report Entry (see Figure 5). This is the final registration step for DCTS users that need to comply with the Stage 2 requirements for only one water system.

Figure 5

NOTE: We recommend that users avoid using their browsers' Back button for navigational purposes as it may affect the flow of the application. Users should use the navigation menus built into the application for navigation from screen to screen.

Logout

Systems

The system recognizes you as an approved user for the following applications, please select a system to launch...

SEE STEP B.22.

IDSE Plan/Report Entry
Launches IDSE Plan/Report Entry, which will lead you through filling out and submitting your IDSE Plan or Report

If you need access to multiple systems to complete multiple IDSE plans/reports or if you need to comply with the LT2 requirements, you must request access to the LT2 Data Collection System. To obtain access to the LT2 Data Collection System you must contact your system's DCTS administrator. If you do not know your system's DCTS administrator, e-mail your system's PWSID, water system name, and CDX user name to stage2mdbp@epa.gov.

B.23. Once access is granted to the LT2 Data Collection System please click on the LT2 Data Collection System link that will appear above the IDSE Plan/Report Entry link (see Figure 3)

B.24. Click on the "User Profile" icon

B.25. Update information for First Name, Last Name, State, Phone Number, or E-mail Address if any are incorrect (see Figure 6)

Figure 6

User Profile

* = Required Field

The following information is provided by CDX. If you feel any of the information is incorrect, please access CDX to update/verify.

SEE STEP B.25.

UserName :	SmithJohn
*First Name	John
*Last Name	Smith
*State	UN
*Phone Number	(123) 456-7890
*Email Address	johnsmith@somewhere.com

Save and Continue   **Exit Registration**

B.26. Click on "Save and Continue"

B.27. Input your water system's federal PWSID (i.e., WA5312345) in the Organization Code field (see Figure 7)

Figure 7

Please enter your Organization ID and click "Lookup Organization." The "Lookup Organization" link will be replaced with a "Request Access" link and an "Undo" link. If your correct organization is displayed, click "Request Access." If you have incorrectly entered the organization ID, click "Undo" and repeat the process. If you are an *E. coli* laboratory and your lab is missing from the list of organizations, please click "*E. coli* Lab Registration."

If you are an existing user and would like access to the IDSE Plan/Report entry. Enter the code for the desired PWS and select LT2 from the system list. Otherwise, you should enter the PWSs organization code in the Program ID field when registering via CDX.

Organization Code

SEE STEP B.27.

Lookup Organization

SEE STEP B.28.

E. coli **Lab Registration**   **Edit User Information**   **Save and Continue**   **Exit Registration**

B.28. Click on "Lookup Organization" (see Figure 7)

B.29. A new field "System Type" will appear; select "Both" (even if you only need access to one of the rules)

B.30. Click on "Request Access"

B.31. Click on "Save and Continue"

B.32. If you need to request access to additional systems, repeat steps B.27. through B.31. Once you are finished, click on "Exit Registration."

Once your user name has been authenticated by the DCTS administrator for your system, you will be granted access to the data system for these additional system(s).